



Waco Welcome Center Hospitality Suite Rental

The Welcome Center Hospitality Suite is a private event and meeting space available for business meetings, community gatherings, receptions, and special events. Located in the Waco Welcome Center, it provides a sophisticated and professional setting with flexible rental options.

Contact Becky Aydelotte to book: RebeccaA@wacotx.gov

Rental Tiers & Rates

Standard Rental Packages

Rental Duration	Sun – Thur Rate	Fri & Sat Rate	Capacity
Hourly Rental of Hospitality Suite (2-hr. min.)	\$30 per hour	\$50 per hour	20
Full-Day Rental of Hospitality Suite (8 hrs.)	\$200	\$350	20
Weekly Rental of Hospitality Suite (5 consecutive days, including setup)	\$750	N/A	20
Full Welcome Center Buy-out (8 hrs.)	\$1,000	\$1,500	62+

- After-Hours Use (beyond Welcome Center operating hours)
 - An additional \$50 per hour surcharge to cover extra staff time
 - Operating hours are seasonal and subject to change:
 - Currently: 10:00 AM to 6:00 PM Monday through Saturday
- Holiday Rentals: An additional \$500 surcharge for events occurring during City of Waco-recognized holidays.
- One complimentary use per year for non-profit organizations
 - Must take place between 10 AM – 5 PM Monday – Thursday
 - Can't occur on a holiday

Add-On Services

Service	Fee
Catering Coordination Assistance	\$100
Excessive Cleaning Fee	\$500
Before/After Hours Fee (falls outside normal operating hours)	\$50
Second Day Clean up Allowance (allows renter to return next day to remove items; any food or beverage items must still be removed the day of the event)	\$100

WACO

TEXAS

Rental Terms & Conditions

- Setup: Room shall always remain a conference room setup – conference table and chairs will not be moved within or out of the hospitality space.
- Information Technology:
 - Presentation Screen/TV (110-inch diagonal)
 - ClickShare device for presenting
 - Wireless Microphone
 - Wireless Lapel Microphone
 - House speakers
 - Privacy glass
- Decorations: All decorations brought in by the renter must be removed at the end of the event. Nothing can be attached to the walls, cabinets, or table. No glitter or confetti.
- No open flame.
- Booking & Deposit: A 50% deposit is required at the time of booking, with the remaining balance due 48 hours before the event.
- Cancellations & Refunds:
 - Cancellations made at least 48 hours in advance receive a full refund.
 - Cancellations made within 48 hours of the event incur a 50% cancellation fee.
 - No refunds for same-day cancellations.
- Damage Policy: Renters are responsible for any damages incurred during the rental period.
 - Coasters must be used at all times on the conference table.
 - The room must be returned to its original condition at the end of the rental period.
 - Additional cleanup beyond routine maintenance will result in a cleaning fee.

Catering Services

- Food & Beverage
 - Alcohol is permitted only with prior approval and service must comply with local liquor laws. AC Hotel Waco holds the building's liquor license.
 - Preferred caterer: AC Bar + Kitchen
 - Contact: Ashley Shapiro, Convention Services Representative
 - (254) 424-0368
 - ashapiro@marriottacwaco.com
- Welcome Center staff are available to coordinate catering for an extra fee.
- No homemade food is allowed for public events.
- Catering setup time must be included within the rental period. Caterers must remove all food, equipment, and trash at the end of the event, and this must be completed within the rental period.
- There is extremely limited kitchen space at the Welcome Center, including a refrigerator and sink. No preparation or cooking is permitted on-site, except for final plating.